



FUNDAMENTALS CATALOG

ONLINE COURSES

More than **500** courses to choose from!

Professional and Personal Development

- 100% Online, 24/7 course access
- 6-Week instructor-moderated or 3-month self-guided formats
- Many courses available in both formats

To learn more, view all courses and enroll, visit:

June 2025

WELCOME!

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. Our instructors are known for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our website to see exact start dates for the courses that interest you.

GETTING STARTED

1. Visit our website:
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our website and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

TABLE OF CONTENTS

ARTS AND DESIGN	3
Animation	3
Graphic Arts	3
Photography	3
Web Design	3
BUSINESS	4
Accounting	4
Administrative	4
Communication	4
Finance	4
Marketing and Sales	5
Operations	5
Project Management	6
Small Business	6
Soft Skills	6
COMPUTER APPLICATIONS	7
Google	7
Microsoft	7
QuickBooks	8
Windows	8
COMPUTER SCIENCES	9
Data Science	9
Database Management	9
Programming	9
CONSTRUCTION AND TRADES	10
HOSPITALITY	10
INFORMATION TECHNOLOGY	11
Cloud Computing	11
Cybersecurity	11
Networking	11
Security	11
LANGUAGE	11
LEGAL	12
MATH AND SCIENCE	13
MEDICAL, HEALTH AND FITNESS	13
Alternative Medicine	13
Fitness	13
Medical	13
Veterinary	14
Wellness	14
TEACHER PROFESSIONAL DEVELOPMENT	15
Child Development	15
Classroom Technology	17
Mathematics and Science	17
Reading and Writing	17
TEST PREP	18
WRITING	19



ARTS AND DESIGN

ANIMATION

Adobe Animate CC Training ^{SG}
 How to Get Started
 in Game Development ^{SG/IM}

GRAPHIC ARTS

Adobe Illustrator CC ^{SG}
 Drawing for the Absolute Beginner ^{IM}
 Instructional Design Training ^{SG}
 Interior Design Basics ^{IM}
 Intermediate Skills Digital Painting
 with Photoshop ^{SG}
 Intermediate Skills Photoshop
 Masking and Selection ^{SG}
 Introduction to
 Digital Scrapbooking ^{SG/IM}
 Introduction to Guitar ^{IM}
 Introduction to InDesign CC ^{SG/IM}
 Introduction to Interior Design ^{SG}
 Introduction to Photoshop CC ^{IM}
 Music Made Easy ^{SG/IM}
 Premiere Pro Training ^{SG}
 Typography ^{SG}

PHOTOGRAPHY

Discover Digital Photography ^{SG/IM}
 Introduction to
 Lightroom Classic CC ^{IM}
 Mastering Your
 Digital SLR Camera ^{SG/IM}
 Photographing Nature
 with Your Digital Camera ^{SG/IM}
 Photographing People
 with Your Digital Camera ^{SG/IM}
Photography Suite ^{IM}
 • Discover Digital Photography
 • Mastering Your Digital SLR
 or Mirrorless Camera
 • Photographing People
 with Your Digital Camera
 Photoshop CC
 for the Digital Photographer ^{SG/IM}
 Photoshop Elements
 for the Digital Photographer ^{IM}
 Photoshop Elements
 for the Digital Photographer II ^{IM}
 Secrets of Better Photography ^{SG/IM}

WEB DESIGN

Color Theory ^{SG}
 Creating WordPress Websites ^{SG/IM}
 Creating WordPress Websites Series ^{IM}
 • Creating WordPress Websites
 • Intermediate WordPress Websites
 Designing Effective Websites ^{SG/IM}
 Intermediate WordPress Websites ^{SG/IM}
 Managing Web Design Projects ^{SG}
 UI/UX Design ^{SG/IM}
Web Design Value Suite ^{IM}
 • Creating Web Pages
 • Introduction to CSS3 and HTML 5
 • Introduction to JavaScript



BUSINESS

ACCOUNTING

Accounting Fundamentals ^{SG/IM}

Accounting Fundamentals II ^{SG/IM}

Accounting Fundamentals Series ^{SG/IM}

- Accounting Fundamentals
- Accounting Fundamentals II

Financial Analyst Suite ^{IM}

- Accounting Fundamentals
- Accounting Fundamentals II
- Mastery of Business Fundamentals
- Introduction to Business Analysis

QuickBooks Online

with Microsoft Excel 2019 ^{IM}

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

ADMINISTRATIVE

Administrative Assistant Applications ^{SG/IM}

Administrative Assistant
Fundamentals ^{SG/IM}

Administrative Assistant Suite ^{IM}

- Administrative Assistant Fundamentals
- Administrative Assistant Applications
- Effective Business Writing

Basic Computer Skills Suite ^{IM}

- Keyboarding
- Computer Skills for the Workplace
- Introduction to PC Troubleshooting

Computer Skills for the Workplace ^{SG/IM}

Google and Small Business
Management Suite ^{IM}

- Getting Started with Google Workspace
- Creating a Classroom Website
- Small Business Marketing on a Shoestring

Introduction to
Nonprofit Management ^{SG/IM}

Nonprofit Management
and Grant Writing Suite ^{IM}

- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing
- Marketing Your Nonprofit
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing

COMMUNICATION

Customer Service Training ^{SG}

Effective Business Writing ^{IM}

Get Assertive! ^{SG/IM}

Interpersonal Communication ^{SG/IM}

Keys to Effective Communication ^{SG/IM}

Mastering Public Speaking ^{SG/IM}

Persuasive Communication ^{SG}

Presentation Skills Suite ^{IM}

- Mastering Public Speaking
- Introduction to Microsoft PowerPoint 2016
- Get Funny!

Supervision and
Management Series ^{IM}

- Fundamentals of Supervision and Management I
- Fundamentals of Supervision and Management II

Written Communication
for Business Suite ^{IM}

- Effective Business Writing
- Business and Marketing Writing
- Writing Essentials

FINANCE

Business Budgeting for Beginners ^{SG/IM}

Business Finance
for Non Finance Personnel ^{SG/IM}

Financial Planning Suite ^{IM}

- Keys to Successful Money Management
- Personal Finance
- Where Does All My Money Go?

Introduction to Stock Options ^{SG/IM}

Keys to Successful
Money Management ^{SG/IM}

Personal Finance ^{SG/IM}

Real Estate Investing ^{SG/IM}

Real Estate Suite ^{IM}

- Keys to Successful Money Management
- Real Estate Investing
- Real Estate Law

Stocks Bonds and Investing: Oh My! ^{SG/IM}

Stock Trading Suite ^{IM}

- Stocks, Bonds, and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Introduction to Stock Options

The Analysis and Valuation of Stocks ^{SG/IM}

Where Does All My Money Go? ^{IM}

MARKETING AND SALES

Achieving Top

Search Engine Positions ^{SG/IM}

Blogging and Podcasting
for Beginners ^{SG/IM}

Business and Marketing Writing ^{SG/IM}

Digital Marketing Suite ^{IM}

- Marketing Your Business on the Internet
- Using Social Media in Business
- Achieving Top Search Engine Positions

Effective Selling ^{SG/IM}

Growing Your Business
with Digital Marketing ^{SG/IM}

Marketing Your Nonprofit ^{SG/IM}

Online Marketing

Communications Suite ^{IM}

- Business and Marketing Writing
- Marketing Your Business on the Internet
- Blogging and Podcasting for Beginners
- Using Social Media in Business

Professional Sales Skills ^{SG/IM}

Sales Training Suite ^{IM}

- Keys to Effective Communication
- Effective Selling
- Professional Sales Skills

Small Business Marketing
on a Shoestring ^{SG/IM}

Using Social Media in Business ^{SG/IM}

Winning RFP Responses ^{SG/IM}

OPERATIONS

Advanced Grant Proposal Writing ^{SG/IM}

A to Z Grant Writing ^{SG/IM}

A to Z Grant Writing II:
Beyond the Basics ^{SG/IM}

A to Z Grant Writing Series ^{IM}

- A to Z Grant Writing
- A to Z Grant Writing II: Beyond the Basics
- A to Z Grant Writing II: Beyond the Basics

Becoming a
Grant Writing Consultant ^{SG/IM}

Collaborative Problem Solving ^{SG}

Creating a Successful Business Plan ^{SG/IM}

- Start Your Own Small Business
- Business and Marketing Writing
- Employment Law Fundamentals
- Accounting Fundamentals
- Introduction to Business Analysis
- Marketing Your Business on the Internet
- Start and Operate Your Own Home Based Business

Entrepreneurship Suite ^{IM}



- Creating a Successful Business Plan
- Start Your Own Small Business
- Small Business Marketing on a Shoestring

Distribution and
Logistics Management ^{SG/IM}

Get Grants! ^{SG/IM}

Grant Writing Suite ^{IM}

- A to Z Grant Writing
- A to Z Grant Writing II: Beyond the Basics
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant

High Performance Organization ^{SG/IM}

Human Resource Management Suite ^{IM}

- Understanding the Human Resources Function
- Talent and Performance Management
- High Performance Organization

Introduction to Business Analysis ^{SG/IM}

Managing Customer Service ^{SG/IM}

Mastery of Business Fundamentals ^{SG/IM}

New Career Suite ^{IM}

- Listen to Your Heart, and Success Will Follow
- Resume Writing Workshop
- Twelve Steps to a Successful Job Search

Organizational Development
and Change ^{SG}

Productivity and Benchmarking ^{SG}

Project Management and PMP® Prep Suite ^{IM}

- Project Management Fundamentals
- Project Management Professional (PMP®)
- Project Management Professional PMP® Prep

Purchasing Fundamentals ^{SG/IM}

Six Sigma

Total Quality Applications ^{SG/IM}

Starting a Nonprofit ^{IM}

Supply Chain Management
Fundamentals ^{SG/IM}

Supply Chain Suite ^{IM}

- Purchasing Fundamentals
- Distribution and Logistics Management
- Supply Chain Management Fundamentals

Talent and Performance
Management ^{SG/IM}

Total Quality Fundamentals ^{SG/IM}

Twelve Steps to a
Successful Job Search ^{SG/IM}

Understanding the Human Resources
Function ^{SG/IM}

Writing Effective Grant Proposals ^{SG/IM}

PROJECT MANAGEMENT

High Speed Project Management ^{SG/IM}

Nonprofit Fundraising Essentials ^{SG/IM}

Nonprofit Suite ^{IM}

- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing
- Marketing Your Nonprofit
- Nonprofit Fundraising Essentials

Project Management Fundamentals ^{SG/IM}

Project Management Fundamentals II ^{SG/IM}

Project Management Fundamentals Series ^{IM}



- Project Management Fundamentals
- Project Management Fundamentals II

Project Management Professional PMP® Prep ^{SG/IM}

Project Management Suite ^{IM}

- Project Management Fundamentals
- Project Management Fundamentals II
- Project Management Applications

High Speed Project Management

SMALL BUSINESS

Growing Plants for Fun and Profit ^{SG/IM}

Learn to Buy and Sell on eBay ^{SG/IM}

Small Business Suite ^{IM}

- Start and Operate Your Own Home Based Business
- Start Your Own Online Business
- Small Business Marketing on a Shoestring

Start a Consulting Practice ^{IM}

Start and Operate Your Own

Home Based Business ^{SG/IM}

Start Your Own Arts and Crafts Business ^{SG/IM}

Start Your Own Edible Garden ^{SG/IM}

Start Your Own Gift Basket Business ^{IM}

Start Your Own Online Business ^{SG/IM}

Start Your Own Small Business ^{SG/IM}

SOFT SKILLS

Achieving Success with Difficult People ^{SG/IM}

Building Teams That Work ^{SG/IM}

Diversity Training for Employees and Managers ^{SG}

Fundamentals of
Supervision and Management ^{SG/IM}

Fundamentals of
Supervision and Management II ^{SG/IM}

Goal Setting and Workplace Efficiency Training ^{SG}

Individual Excellence ^{SG/IM}

Leadership ^{SG/IM}

Leadership Suite ^{IM}

- Achieving Success with Difficult People
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions

Listen to Your Heart and Success Will Follow ^{SG/IM}

Managing Remote Teams ^{SG/IM}

New Manager Suite ^{IM}

- Fundamentals of Supervision and Management
- Fundamentals of Supervisions and Management II
- Leadership

Resume Writing Workshop ^{SG/IM}

Self-Improvement Suite ^{IM}



- Individual Excellence
- Introduction to Journaling
- Interpersonal Communication

Skills for Making Great Decisions ^{SG/IM}

Soft Skills Suite ^{IM}

- Achieving Success with Difficult People
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions
- Interpersonal Communication
- Skills for Making Great Decisions
- Individual Excellence

Supervisor Suite ^{IM}

- Employment Law Fundamentals
- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II



COMPUTER APPLICATIONS

GOOGLE

Getting Started with Google Workspace ^{SG/IM}

MICROSOFT

Accounting with Microsoft Excel 2019 Suite ^{IM}

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Accounting Fundamentals
- Accounting Fundamentals II

Advanced Microsoft Excel 2016 ^{SG/IM}

Advanced Microsoft Excel 2019 ^{SG/IM}

Intermediate Microsoft Access 2016 ^{SG/IM}

Intermediate Microsoft Access 2019 ^{SG/IM}

Intermediate Microsoft Excel 2016 ^{SG/IM}

Intermediate Microsoft Excel 2019 ^{SG/IM}

Intermediate Microsoft Excel 365 ^{SG/IM}

Intermediate Microsoft Word 2016 ^{SG/IM}

Intermediate Microsoft Word 2019 ^{SG/IM}

Introduction to Microsoft Access 2016 ^{SG/IM}

Introduction to Microsoft Access 2019 ^{SG/IM}

Introduction to Microsoft Excel 2016 ^{SG/IM}

Introduction to Microsoft Excel 2019 ^{SG/IM}

Introduction to Microsoft Excel 365 ^{SG/IM}

Introduction to Microsoft Outlook 2019 ^{SG/IM}

Introduction to Microsoft PowerPoint 2016 ^{SG/IM}

Introduction to Microsoft
PowerPoint 2019/Office 365 ^{SG/IM}

Introduction to Microsoft Project 2019 ^{SG/IM}

Introduction to Microsoft Publisher ^{SG/IM}

Introduction to Microsoft Word 2016 ^{SG/IM}

Introduction to Microsoft Word 2019 ^{SG/IM}

Introduction to Microsoft Word 365 ^{IM}

Introduction to SharePoint 2019 ^{SG}

Master VLOOKUP in Microsoft Excel ^{SG}

Microsoft Access 2016 Series ^{IM}

- Introduction to Microsoft Access 2016
- Intermediate Microsoft Access 2016

Microsoft Access 2019 Series ^{IM}

- Intermediate Microsoft Access
- Introduction to Microsoft Access

Microsoft Excel 2016 Series ^{IM}

- Introduction to Microsoft Excel 2016
- Intermediate Microsoft Excel 2016

Microsoft Excel 2019 and Statistics Suite ^{IM}

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Introduction to Microsoft Access 2019
- Intermediate Microsoft Access 2019

Microsoft Excel 2019 Series ^{IM}



- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019

Microsoft Excel and Access 2019 Suite ^{IM}

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Introduction to Microsoft Access 2019
- Intermediate Microsoft Access 2019

Microsoft Excel and Project 2019 Suite ^{IM}



- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019
- Introduction to Microsoft Project 2019/Office 365

Microsoft Excel Pivot Tables ^{SG/IM}

Microsoft Office 2016 Value Suite ^{IM}

- Introduction to Microsoft Word 2016
- Introduction to Microsoft Excel 2016
- Introduction to Microsoft PowerPoint 2016

Microsoft Office 2019 Value Suite ^{IM}

- Introduction to Microsoft Word 2019
- Introduction to Microsoft Excel 2019
- Introduction to Microsoft PowerPoint 2019/Office 365

Microsoft Word 2016 Series ^{IM}

- Introduction to Microsoft Word 2016
- Intermediate Word 2016

Microsoft Word 2019 Series ^{IM}

- Introduction to Microsoft Word 2019
- Intermediate Microsoft Word 2019

QUICKBOOKS

Accounting with QuickBooks Online Suite ^{IM}

- Accounting Fundamentals
- Accounting Fundamentals II
- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

Intermediate QuickBooks Online ^{SG/IM}

Introduction to QuickBooks Online ^{SG/IM}

QuickBooks Online Series ^{IM}

- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

WINDOWS

Introduction to PC Troubleshooting ^{SG/IM}

Introduction to Windows 10 ^{SG/IM}

Introduction to Windows 11 ^{SG/IM}

Keyboarding ^{SG/IM}



COMPUTER SCIENCES

DATA SCIENCE

Artificial Intelligence and Machine Learning Suite ^{IM}

- Introduction to Artificial Intelligence
- Introduction to Machine Learning

Blockchain Fundamentals ^{SG/IM}

Introduction to Artificial Intelligence ^{SG/IM}

Introduction to Machine Learning ^{SG/IM}

DATABASE MANAGEMENT

Oracle PL SQL Training ^{SG}

Oracle SQL Training ^{SG}

Python Data Analysis with JupyterLab ^{SG}

PROGRAMMING

Advanced JavaScript Concepts ^{SG}

Advanced PHP Database Integration ^{SG}

Advanced Python ^{SG}

Advanced Web Pages ^{SG/IM}

Creating Mobile Apps with HTML 5 ^{SG/IM}

Creating Web Pages ^{SG/IM}

Django Training

for Python Developers ^{SG}

Intermediate Java Programming ^{SG/IM}

Intermediate PHP and MySQL ^{SG}

Intermediate SQL ^{SG/IM}

Intermediate Visual Basic ^{SG/IM}

Introduction to Bootstrap Training ^{SG}

Introduction to C+ Programming ^{SG/IM}

Introduction to Creating Styling and Validating Forms ^{SG}

Introduction to C# Programming ^{SG/IM}

Introduction to CSS3 and HTML5 ^{SG/IM}

Introduction to Java Programming ^{SG/IM}

Introduction to JavaScript ^{SG/IM}

Introduction to jQuery ^{SG}

Introduction to MySQL for PHP Developers ^{SG}

Introduction to PHP ^{SG}

Introduction to PHP and MySQL ^{SG}

Introduction to Programming ^{SG/IM}

Introduction to

Python 2.5 Programming ^{IM}

Introduction to

Python 3 Programming ^{SG/IM}

Introduction to SQL ^{SG/IM}

Introduction to Visual Basic ^{SG/IM}

Introduction to Vue.js Training ^{SG}

Introduction to XML ^{SG/IM}

Java Developer Suite ^{IM}

- Intermediate Java Programming
- Introduction to Java Programming
- Introduction to XML

Java Programming Series ^{IM}

- Introduction to Java Programming
- Intermediate Java Programming

React Training ^{SG}

Sass Training ^{SG}

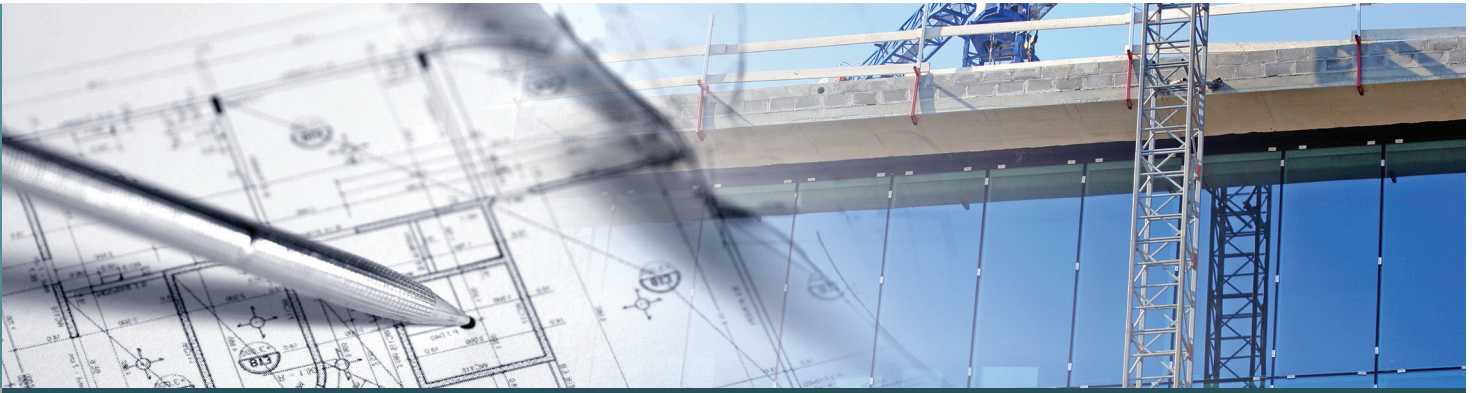
SQL Series ^{IM}

- Introduction to SQL
- Intermediate SQL

Things Every Developer Should Know ^{SG}

Visual Basic Series ^{IM}

- Introduction to Visual Basic
- Intermediate Visual Basic



CONSTRUCTION AND TRADES

Manufacturing Applications ^{SG/IM}

Manufacturing Fundamentals ^{SG/IM}



HOSPITALITY

Start a Pet Sitting Business ^{SG/IM}

Secrets of the Caterer ^{SG/IM}



INFORMATION TECHNOLOGY

CLOUD COMPUTING

Understanding the Cloud ^{SG/IM}

CYBERSECURITY

Explore a Career in Cybersecurity ^{SG/IM}

NETWORKING

Computer Networking Suite ^{IM}

- Introduction to Networking
- Intermediate Networking
- Wireless Networking

Intermediate Networking ^{SG/IM}

Introduction to Networking ^{SG/IM}

Wireless Networking ^{SG/IM}

SECURITY

Introduction to Cybersecurity ^{SG}

Introduction to PC Security ^{SG/IM}



LANGUAGE

Beginning Conversational French ^{SG/IM}

Conversational Japanese ^{SG/IM}

Discover Sign Language ^{SG/IM}

Discover Sign Language II ^{SG/IM}

Discover Sign Language Series ^{IM}

- Discover Sign Language
- Discover Sign Language II

Get Funny! ^{SG/IM}

Grammar for ESL ^{SG/IM}

Instant Italian ^{SG/IM}

Spanish for Law Enforcement ^{SG/IM}

Spanish in the Classroom ^{SG/IM}

Speed Spanish ^{SG/IM}

Speed Spanish II ^{SG/IM}

Speed Spanish III ^{SG/IM}

Speed Spanish Series ^{IM}

- Speed Spanish
- Speed Spanish II
- Speed Spanish III

Writing for ESL ^{SG/IM}



LEGAL

Administrative Law ^{SG}

Bankruptcy Law ^{SG}

Business Entity Formation ^{SG}

Civil Litigation ^{SG}

Civil Procedure ^{SG}

Constitutional Law ^{SG}

Contracts ^{SG}

Contracts for Business Owners ^{SG}

Corporate Document Drafting ^{SG}

Employment Law Fundamentals ^{SG/IM}

Introduction to
Business Law Transactions ^{SG}

Introduction to Criminal Law ^{SG/IM}

Introduction to Law Suite ^{IM}

- Employment Law Fundamentals
- Introduction to Criminal Law
- Real Estate Law

Law Enforcement Suite ^{IM}

- Introduction to Criminal Law
- Spanish for Law Enforcement

Law Office Management ^{SG}

Legal Aspects of Contracts ^{SG}

Legal Nurse Consultant Program ^{SG/IM}

Legal Research ^{SG}

Legal Terminology ^{SG}

Legal Writing ^{SG}

Probate Law and Estate Planning ^{SG}

Real Estate Law ^{SG/IM}

Torts ^{SG}

Transactional Drafting ^{SG}

Workers Compensation ^{SG/IM}

Workplace Law Essentials

Value Suite ^{IM}

- Employment Law
- Workers' Compensation



MATH AND SCIENCE

Human Anatomy and Physiology
SG/IM

Human Anatomy and Physiology II
SG/IM

Human Physiology Series ^{IM}

- Human Anatomy and Physiology I
- Human Anatomy and Physiology II

Introduction to Algebra ^{SG/IM}

Introduction to Biology ^{IM}

Introduction to Chemistry ^{SG/IM}

Introduction to Statistics ^{SG/IM}

Math Refresher ^{SG/IM}



MEDICAL, HEALTH AND FITNESS

ALTERNATIVE MEDICINE

Introduction to Natural Health and Healing ^{SG/IM}

FITNESS

Healthy Living Suite ^{IM}

- Lose Weight and Keep It Off
- Luscious, Low Fat, Lightning Quick Meals
- Start Your Own Edible Garden

Lose Weight and Keep It Off ^{SG/IM}

Luscious. Low Fat, Lightning Quick Meals ^{SG/IM}

MEDICAL

Become an Optical Assistant ^{IM}

Become a Physical Therapy Aide ^{SG/IM}

Explore a Career as a Clinical Medical Assistant ^{SG/IM}

Explore a Career as an Administrative Medical Assistant ^{SG/IM}

Explore a Career in Healthcare Suite ^{IM}

- Explore a Career in Medical Coding
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Transcription

Explore a Career in Medical Coding ^{SG/IM}

Explore a Career in
Medical Transcription ^{SG/IM}

Explore a Career in Medical Writing ^{SG/IM}

Explore a Career in Nursing ^{SG/IM}

Grammar and Writing Skills
for the Health Professional ^{SG}

Handling Medical Emergencies ^{SG/IM}

Health Care

Entrepreneurship Bundle ^{IM}

- Certificate in Starting Your Own Business in Health and Healing
- Certificate in Legal and Ethical Issues in Healthcare

HIPAA Compliance ^{SG/IM}

Introduction to
the Medical Laboratory ^{SG/IM}

Medical Math ^{SG/IM}

Medical Office Basics Suite ^{IM}

- Medical Terminology:
A Word Association Approach
- Spanish for Medical Professionals II
- HIPAA Compliance
- Medical Math

Medical Secretary Suite ^{IM}

- Introduction to Microsoft Publisher
- Administrative Assistant Fundamentals
- HIPAA Compliance
- Medical Terminology:
A Word Association Approach

Medical Spanish Series ^{IM}

- Spanish for Medical Professionals I
- Spanish for Medical Professionals II

Medical Terminology II:

A Focus on Human Disease ^{SG/IM}

Medical Terminology:

A Word Association Approach ^{SG/IM}

Medical Terminology Series ^{IM}

- Medical Terminology:
A Word Association Approach
- Medical Terminology II:
A Focus on Human Disease

Medical Writer Suite ^{IM}

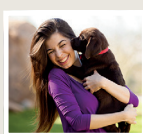
- Introduction to Microsoft Publisher
- Administrative Assistant Fundamentals
- HIPAA Compliance
- Medical Terminology:
A Word Association Approach
- Explore a Career in Medical Writing
- Medical Terminology:
A Word Association Approach

Spanish for Medical Professionals ^{SG/IM}

Spanish for Medical Professionals II ^{SG/IM}

VETERINARY

Animal Lover Suite ^{IM}



- Photographing Nature with Your Digital Camera
- Start a Pet Sitting Business
- Become a Veterinary Assistant

Become a Veterinary Assistant ^{SG/IM}

Become a Veterinary Assistant II:
Canine Reproduction ^{SG/IM}

Become a Veterinary Assistant III:
Practical Skills ^{SG/IM}

Veterinary Assistant Series ^{IM}

- Become a Veterinary Assistant
- Become a Veterinary Assistant II:
Canine Reproduction
- Become a Veterinary Assistant III:
Practical Skills
- Veterinary Medical Terminology

Veterinary Medical Terminology ^{SG/IM}

WELLNESS

Aging and Health Bundle ^{IM}

- Certificate in Healthy Aging
- Certificate in Gerontology
- Certificate in Brain Health

Anxiety Disorders:

An Integrative Approach ^{SG}

Aromatherapy:

The Healing Power of Scent ^{SG}

Certificate in Brain Health ^{SG/IM}

Certificate in Complementary
and Integrative Health ^{SG/IM}

Certificate in Depression ^{IM}

Certificate in End of Life Care ^{SG/IM}

Certificate in Energy Medicine ^{SG/IM}

Certificate in Food Nutrition
and Health ^{SG/IM}

Certificate in Gerontology ^{SG/IM}

Certificate in
Global Healing Systems ^{SG/IM}

Certificate in Healing Environments
for Body, Mind, and Spirit ^{SG/IM}

Certificate in Healthy Aging ^{SG/IM}

Certificate in Holistic
and Integrative Health ^{SG/IM}

Certificate in Holistic and
Integrative Health Foundations 1 ^{IM}

Certificate in Holistic and
Integrative Health Foundations 2 ^{IM}

Certificate in Holistic and
Integrative Health Foundations 3 ^{IM}

Certificate in Infectious Diseases
and Infection Control ^{SG/IM}

Certificate in
Integrative Behavioral Health ^{SG/IM}

Certificate in Legal
and Ethical Issues in Healthcare ^{SG/IM}

Certificate in Medical Cannabis ^{SG/IM}

Certificate in Meditation ^{SG/IM}

Certificate in Mindfulness ^{SG/IM}

Certificate in Mindful Relationships ^{IM}

Certificate in Music Therapy
and Sound Healing ^{IM}

Certificate in Nutrition Chronic
Disease and Health Promotion ^{SG/IM}

Certificate in Pain Assessment
and Management ^{SG/IM}

Certificate in Perinatal Issues ^{SG/IM}

Certificate in Spirituality Health
and Healing ^{IM}

Certificate in Starting Your Own Business in Health and Healing ^{SG/IM}

Certificate in Stress Management ^{SG/IM}

Certificate in Violence Prevention and Awareness ^{SG/IM}

Certificate in Wellness and the Environment ^{IM}

Certificate in Women's Health Issues ^{SG/IM}

Depression: An Integrative Approach ^{SG}

Energy Healing ^{SG}

Explore a Career as a Pharmacy Technician ^{IM}

Food and Mood: What's the Connection? ^{SG}

Genealogy Basics ^{SG/IM}

Global Health and Healing Bundle ^{IM}

- Certificate in Global Healing Systems
- Certificate in Healing Environments for Body, Mind, and Spirit
- Certificate in Infectious Diseases and Infection Control

Health and Well Being Bundle ^{IM}

- Certificate in Complementary and Integrative Health
- Certificate in Holistic and Integrative Health
- Certificate in Integrative Mental Health

Holistic Stress Management ^{SG}

Mind-Body Therapies Bundle ^{IM}

- Certificate in Energy Medicine
- Certificate in Meditation
- Certificate in Mindfulness
- Certificate in Stress Management

Mindfulness Meditation ^{SG}

Music Therapy and Sound Healing ^{SG}

Nutrition and Health Bundle ^{IM}

- Certificate in Food, Nutrition, and Health
- Certificate in Nutrition, Chronic Disease, and Health Promotion

Nutrition Stress and Immune Function ^{SG}

Pain Management and End of Life Bundle ^{IM}

- Certificate in Pain Assessment and Management
- Certificate in End of Life Care

Wire Your Brain for Happiness ^{SG}

Women's Health Bundle ^{IM}

- Certificate in Perinatal Issues
- Certificate in Violence Prevention and Awareness
- Certificate in Women's Health Issues



TEACHER PROFESSIONAL DEVELOPMENT

CHILD DEVELOPMENT

A Guide to Bloom's Taxonomy and Cognitive Thinking ^{SG}

A Guide to Webb's DOK: Understanding Rigor ^{SG}

Academic Discussions in the Classroom ^{SG}

Aligning Homework to Instruction ^{SG}

An Introduction to Logical Fallacies ^{SG}

Assessment Tools to Support Online Learning ^{SG}

Behavior Contract Design ^{SG}

Behavior Strategies for

Improved Testing Performance ^{SG}

Building Effective Writing Prompts for All Students ^{SG}

Building Reading and Writing Fluency ^{SG}

Checking for Understanding in Elementary Math ^{SG}

Choosing the Right Assessments for Your Students ^{SG}

Claim Evidence Reasoning CER in the Science Classroom ^{SG}

Classroom Management Processes ^{SG}

Classroom Writing Strategies for ELL Students ^{SG}

Collaborative Learning in the Classroom ^{SG}

Counseling for College Prep ^{SG/IM}

Creating a Structured Classroom for Students with Autism ^{SG}

Creating Classroom Centers ^{SG/IM}

Creating the Inclusive Classroom Strategies for Success ^{SG/IM}

Differentiated Instruction in the Classroom ^{SG/IM}

Differentiating K-12 Assessments ^{IM}

Educating Diverse Student Populations in Your Classroom ^{SG}

Educator's Fundamentals Series ^{IM}



- Solving Classroom Discipline Problems I
- Solving Classroom Discipline Problems II
- Teaching Students with ADHD

Empowering Students with Disabilities ^{SG/IM}

Enhancing Language Development in Childhood ^{SG/IM}

Explicit Instruction in Elementary Reading ^{SG}

Expository Writing and Embedded Grammar Instruction ^{SG}

Flipped Learning in the Classroom ^{SG}

Fostering Divergent Thinking for Student Creativity ^{SG}

Grouping English Language Learners ^{SG}

Growth Mindset in the Gifted Classroom ^{SG}

Guided Reading in Small Group Instruction ^{SG}

Homeschool with Success ^{SG/IM}

Inquiry Based Teaching and Learning ^{SG}

Inspire Family Engagement with Positive Communication ^{SG}

Instructionally Aligned Field Trips ^{SG}

Instructional Strategies and Learning Activities ^{SG}

Integrating Technology with Blended Learning ^{SG}

Introduction to Active Monitoring and Data Collection ^{SG}

Introduction to Classroom Documentation ^{SG}

Introduction to Online Learning ^{SG}

Introduction to Response to Intervention RTI ^{SG}

Introduction to Student Discourse ^{SG}

Literacy Stations for PreK-2nd Grade ^{SG}

Maintaining and Improving Professionalism on Campus ^{SG}

Maintaining Appropriate Teacher Student Boundaries ^{SG}

Making the Most of Your Limited Planning Time ^{SG}

Math Stations for PreK-2nd Grade ^{SG}

Measuring Growth in Writing Using Rubrics ^{SG}

Memorization Using the Memory Palace Technique ^{SG}

Move to Learn Incorporating: Movement in the Classroom ^{SG}

Outdoor Education: Learning Beyond the Classroom Walls ^{SG}

Peer Tutoring for English Language Learners ^{SG}

Planning for Differentiation in Every Classroom ^{SG}

Planning for Lab Investigations in the Science Classroom ^{SG}

Productive Methods of Struggle for Students ^{SG}

Professionalism Through Positive Personality ^{SG}

Project Based Learning ^{SG}

Providing Actionable Feedback to Students ^{SG}

Recitation Through Rote Memorization of Text ^{SG}

Simple ELL Vocabulary Strategies ^{SG}

Simple Ideas to Promote Student Engagement ^{SG}

Social Emotional Support for Gifted Students ^{SG}

Solving Classroom Discipline Problems ^{SG/IM}

Solving Classroom Discipline Problems II ^{SG/IM}

Strategies and Tools for Co-Teaching ^{SG}

Strategies to Check for Understanding ^{SG}

Student Discourse ^{SG}

Student Led Classroom Management ^{SG}

Supporting Reading for Middle School Learners ^{SG}

Survival Kit for New Teachers ^{SG/IM}

Taking Brain Breaks During Rigorous Classwork ^{SG}

Teaching Adult Learners ^{SG/IM}

Teaching Effective Problem-Based Lab Reports ^{SG}

Teaching High School Students ^{IM}

Teaching Methods for Solving Word Problems ^{SG}

Teaching Preschool: A Year of Inspiring Lessons ^{SG/IM}

Teaching Proper Text Annotations and Evidence ^{SG}

Teaching Students with ADHD ^{SG/IM}

Teaching Students with Autism:
Strategies for Success ^{SG/IM}

Teaching Students with Learning Disabilities ^{SG/IM}

Teaching the Notecard System ^{SG}

The Creative Classroom ^{SG/IM}

The Differentiated Instruction and Response to
Intervention Connection ^{IM}

The Gradual Release of Responsibility Model ^{SG}

The Science Poster
for the Gifted and Talented Student ^{SG}

Trauma Informed Teaching Strategies
for Grades 6-12 ^{SG}

Trauma Informed Teaching Strategies
for PreK-5th Grade ^{SG}

Understanding Adolescents ^{SG/IM}

Understanding and Supporting Students with ADHD ^{SG}

Understanding and Supporting
Students with Dyslexia ^{SG}

Understanding Students at Risk of Dropping Out ^{SG}

Universal Design for Learning UDL Principles ^{SG}

Using Graphic Organizers with Bloom's Taxonomy ^{SG}

Using the ABC Method
for Appropriate Student Behavior ^{SG}

Varied Assessment Methods for Gifted Students ^{SG}

Writing Effective Learning Objectives ^{SG}

Writing Support for English Language Learners ^{SG}

CLASSROOM TECHNOLOGY

AI for Students:
Ensuring Appropriate and Effective Use ^{SG}

AI for Teachers: Increasing Productivity
and Improving Instruction ^{SG}

Classroom Technology Suite ^{IM}



- Getting Started with Google Workspace
- Creating a Classroom Website

Creating a Classroom Website ^{SG/IM}

Integrating Technology in the Classroom ^{SG/IM}

Teaching Smarter with SMART Boards ^{SG/IM}

Transforming Traditional Lessons to Online Learning ^{SG}

Using the Internet in the Classroom ^{SG/IM}

MATHEMATICS AND SCIENCE

A Financial Literacy Mindset for Teachers ^{SG}

Retrieval Practice for Understanding Math ^{SG}

STEM in Special Education:

Addressing IEP Goals in STEM-Based Activities ^{SG}

Teaching Math Grades 4-6 ^{SG/IM}

Teaching Science Grades 4-6 ^{SG/IM}

READING AND WRITING

Guided Reading and Writing Strategies
for Maximum Student Achievement ^{SG/IM}

Guided Reading Strategies for
the Differentiated Classroom ^{SG/IM}

Merrill Ream Speed Reading ^{SG/IM}

Practical Action Research in the Classroom ^{SG}

Reading Strategies Suite ^{IM}

- Ready, Set, Read!
- Guided Reading and Writing:
Strategies for Maximum
Student Achievement
- Guided Reading: Strategies for the
Differentiated Classroom
- Response to Intervention:
Reading Strategies That Work

Ready, Set, Read! ^{SG/IM}

Response to Intervention
Reading Strategies That Work ^{SG/IM}

Student Discourse ^{SG}

Supporting Reading Instruction for K-5 Students ^{SG}

Teaching Writing Grades 4-6 ^{SG/IM}

Teaching Writing Grades K-3 ^{SG/IM}

What is the Science of Reading? An Overview ^{SG}

If you are a State of Nevada licensed teacher or Clark County teacher seeking Continuing Education Units (CEU), visit our Teacher Professional Development Portal for all approved courses at:



TEST PREP

CompTIA® A+ Certification Prep 1:
Hardware ^{SG/IM}

CompTIA® A+ Certification Prep 2:
Software ^{SG/IM}

CompTIA® A+ Certification Prep 3:
Network Security ^{SG/IM}

CompTIA® A+ Certification Prep Series ^{IM}

- CompTIA® A+ Certification Prep 1: Hardware
- CompTIA® A+ Certification Prep 2: Software
- CompTIA® A+ Certification Prep 3:
Networking/Security

Praxis Core Preparation ^{SG/IM}

Prepare for the GED® Math Test ^{SG/IM}

Prepare for the GED® Test ^{SG/IM}

Prepare for GED® Test Series ^{IM}

- Prepare for the GED® Test
- Prepare for the GED® Math Test

TEAS Prep 1 ^{SG/IM}

TEAS Prep 2 ^{SG/IM}

TEAS Prep Series ^{IM}

- TEAS Prep 1
- TEAS Prep 2



WRITING

Advanced Fiction Writing ^{IM}

Beginner's Guide
to Getting Published ^{IM}

Beginning Writer's Workshop ^{IM}

Creative Writing Value Suite ^{IM}

- Beginning Writer's Workshop
- Writing Essentials
- The Keys to Effective Editing

Explore Fiction Writing

Genres Suite ^{IM}

- Introduction to Screenwriting
- Mystery Writing
- Romance Writing
- Writing the Fantasy Novel

Explore Non-Fiction

Writing Suite ^{IM}

- Write and Publish
Your Non-Fiction Book
- Write Your Life Story
- Travel Writing
- The Craft of
Magazine Writing

Fundamentals of
Technical Writing ^{SG/IM}

Grammar Refresher ^{SG/IM}

Grammar Refresher II ^{SG/IM}

Grammar Refresher Series ^{IM}

- Grammar Refresher
- Grammar Refresher II

How to Make Money
from Your Writing ^{SG/IM}

Introduction to Journaling ^{SG/IM}

Introduction to Screenwriting
^{SG/IM}

Mystery Writing ^{IM}

Research Methods
for Writers ^{SG}

Romance Writing ^{IM}

Technical Writing Suite ^{IM}

- Introduction to Microsoft
Word 2019/Office 365
- Intermediate Microsoft
Word 2019/Office 365
- Fundamentals of
Technical Writing

The Craft of
Magazine Writing ^{SG/IM}

The Keys to Effective Editing ^{SG/IM}

Travel Writing ^{IM}

Write and Publish
Your Non-Fiction Book ^{SG/IM}

Write Effective Web Content ^{IM}

Write Fiction Like a Pro ^{SG/IM}

Writing Fiction Series ^{IM}

- Advanced Fiction Writing
- Write Fiction Like a Pro

Writeriffic: Creativity Training
for Writers ^{SG/IM}

Write Your Life Story ^{SG/IM}

Writing and Editing
Value Suite ^{IM}

- Grammar Refresher
- Writing Essentials
- Effective Business Writing

Writing Essentials ^{IM}

Writing for Children ^{IM}

Writing the Fantasy Novel ^{SG/IM}

Writing Young Adult Fiction ^{IM}